

CHECKLIST OF MINIMUM REQUIREMENTS  
FOR **DISTANCE LEARNING ENDORSEMENT**  
(INSERVICE/COLLEGE COURSE WORK/DEMONSTRATED COMPETENCY)

Name\_\_\_\_\_ School\_\_\_\_\_

SS#\_\_\_\_\_ District\_\_\_\_\_

Major\_\_\_\_\_ Minor\_\_\_\_\_ Date of Evaluation\_\_\_\_\_

Phone(s): Home:\_\_\_\_\_ Work:\_\_\_\_\_

Email Address: \_\_\_\_\_

**Applicant must have a current Educator License with an Elementary or Secondary area of concentration.**

☐ FOR ENDORSEMENT (must complete all requirements) **OR**  
☐ FOR STATE APPROVED ENDORSEMENT PLAN (2 YEAR) (**must have current license, be currently teaching in the endorsement area and have 9 semester credits toward endorsement**).

Date Submitted: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

A Distance Learning Endorsement will be added to a license provided that the educator has met the following:

Boxes with an "X" indicate the minimum requirement within each level has been met.

- [ ] 1. A Utah Professional Educator License with Early Childhood, Elementary, Secondary or Applied Technology areas of concentration for teaching in any grades K-12.
- [ ] 2. A specialized professional preparation from an accredited college or university consisting of 16 semester hours in the area of distance/technology education. The 16 hours shall consist of:
- a. *An Introduction to Distance Learning.* Examines the definition, scope, and context of distance education especially as it relates to K-12 environments. Also explores the philosophical and theoretical foundations, historical development, and current trends in distance education.
  - b. *Technologies and Tools for Distance Learning.* Explores the range of delivery systems and models. Participants learn to use a variety of tools such as hypermedia, hypertext, and multimedia, and computer conferencing software for remotely accessing information, creating visuals, and developing distance learning materials.

- c. *Learning and Teaching at a Distance.* Focuses on the issues of learning and teaching at a distance. Participants study the needs of distant learners and develop strategies of effective practice for supporting and facilitating learning at a distance.
- d. *Developing Distance Instruction.* Explores models and approaches to distance instruction. Participants apply a systems model in designing, developing and evaluating instruction for distant learners. A practicum covering classroom or online distance learning techniques (utilizing any current distance learning technology) shall be included.

- [ ] 3. Successfully participated in an EDNET Faculty Training Workshop conducted by the Utah State Office of Education and the Utah Education Network. (20 hours, including hands-on technical training and a 10-minute mini-lesson taught over Utah's EDNET system), within the last three years.

For more information contact: George T. W. Miller, Jr.  
 EDNET Faculty Training Specialist  
 (801) 538-7790  
 E-mail [george.miller@schools.utah.gov](mailto:george.miller@schools.utah.gov)

Complete the following as you apply for a Distance Education Endorsement:

Mark the boxes with an "X" to indicate that the minimum requirement in each area has been met.

- Attach a copy of your transcript(s) and highlight corresponding classes.
- Attach a copy of your EDNET Faculty Training Certificate—issued by the USOE.
- Processing fees:

◆Endorsement submitted by individual - \$35 Send to:		◆State Approved Endorsement Program (SAEP) (paid by district or charter school) - \$30 Send to:	
	Utah State Office of Education Attn: Sheri Lowry Educator Licensing 250 East 500 South P O Box 144200 Salt Lake City, UT 84114-4200		Utah State Office of Education Attn: Stephanie Ferris Educator Licensing 250 East 500 South P O Box 144200 Salt Lake City, UT 84114-4200

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